

## Position Description

<b>Role title</b>	Accounts Officer	<b>Last reviewed</b>	1/04/2024
<b>Division</b>	Commercial and Business Services	<b>Team</b>	Finance Control and Business Services
<b>Reports to</b>	Senior Financial Analyst	<b>Classification</b>	ASO3
<b>Direct reports</b>	Nil		

### Role Purpose

Provide administrative services to support operations and to contribute to the management of financial transactions and records.

### Key Accountabilities

- Process and reconcile financial transactions, including accounts payable and receivable, credit card, and general ledger entries, ensuring accuracy and timeliness in recording financial data.
- Maintain accurate and up-to-date financial records, including invoices, receipts, and financial reports, ensuring proper documentation, and filing of financial transactions.
- Contribute to ongoing review and improvement of procedures, policies and work instructions that comply with government policies, legislation, and administrative practices.
- Support and provide back up to financial administration outcomes and respond to stakeholder enquiries.
- Undertake delivery of finance system/s training to internal stakeholders, including training and educating cardholders of their responsibilities in accordance with Renewal SA policy.
- Other duties as required.

### Key Relationships

Internal	
Who	Why
Manager	Receive guidance and instruction, seek clarification and advice, and report on progress against work plans.
Work Team	Participate in meetings, share information, and provide input on issues. Support team members and work collaboratively to contribute to achieving team outcomes.
Internal Stakeholders	Respond to queries, exchange information, and work collaboratively to resolve issues.
External	
Who	Why
Other Government Agencies	Establish networks and collaborative relationships across SA Government to share ideas and learnings and develop common responses to emerging issues.

External Stakeholders	Engage with relevant stakeholders to facilitate communication, provide expert advice, gather, and exchange relevant information.
Vendors/Suppliers/Consultants	Manage contracts for quality, on-time service delivery, compliance, and performance targets.

### Key Challenges

- Managing multiple tasks and responsibilities within tight deadlines and timeframes.
- Navigating competing demands from various stakeholders while also ensuring accuracy compliance.

### Qualifications and Technical Requirements

- TAFE Certificate IV in Accounting or equivalent is desirable.

### Special Conditions

- Out of hours work may be required.
- Inter/intrastate travel may be required.
- The incumbent must meet the WHS responsibilities and accountabilities as set out in the Renewal SA WHS Policy commensurate with their role. This includes ensuring that any work undertaken by or on the behalf of Renewal SA, is undertaken in accordance with the WHS Act 2012, Regulations, Codes of Practice, and internal Specifications.
- The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with the State Records Act 1997
- The role is deemed a 'Position of Trust' pursuant to the standards required in the Australian Government Protective Security Policy Framework
- A current satisfactory National Police Clearance is required and renewed as per Renewal SA's policy.

### Key Capabilities

The [Renewal SA Capability Framework](#) integrates the Renewal SA Strategic Plan and the South Australian Public Sector Values to define the capabilities we need to operate effectively. Our Framework is led by four principles that are critical themes and considerations that ensure safety, personal leadership, best practice, and our communities are at the forefront as we apply our capabilities.

All the capabilities within the Renewal SA Capability Framework are relevant for all employees. The below outlined capabilities are specifically needed to successfully perform the role.

Capability Group	Capability	Level	Behaviours
Culture and Collaboration	Build relationships	Foundational	<ul style="list-style-type: none"> <li>• Be honest and open when talking with others, share information and experience.</li> <li>• Actively listen to others' perspectives and contributions.</li> <li>• Communicate clearly and purposefully to get others to understand your perspective.</li> <li>• Contribute ideas, perspectives and feedback with your teams to collaborate</li> </ul>

			on outcomes.
<b>Strategy and Growth</b>	Lead yourself	Foundational	<ul style="list-style-type: none"> <li>• Show commitment to complete your work in periods of high stress or time pressure.</li> <li>• Be willing to develop and apply new skills as required for your role and seek opportunities for learning and development.</li> <li>• Show commitment to completing assigned work activities meeting quality expectations.</li> <li>• Act in a courteous way to others and understand Renewal SA's compliance and ethical expectations.</li> </ul>
<b>Innovation and Agility</b>	Be flexible	Foundational	<ul style="list-style-type: none"> <li>• Be able to reprioritise workload to meet changing needs of your leaders and team.</li> <li>• Be willing to develop new skills through learning and experience to meet changing needs of your role.</li> <li>• Demonstrate openness to adjust ways of working as required.</li> <li>• Be accepting of new team members or changes to team structures.</li> </ul>
<b>Solutions Focused</b>	Prioritise and plan	Foundational	<ul style="list-style-type: none"> <li>• Identify the actions required and their relative importance for your role and team.</li> <li>• Show awareness of the objectives of your team and your role in delivering the plan.</li> <li>• Be aware of individuals' responsibilities, meetings and other interactions that are required to deliver the team's goals.</li> <li>• Reprioritise and reschedule work activities on a regular basis to achieve agreed outcomes with team.</li> </ul>

Delegate		Role occupant	
This position profile accurately outlines the expectations of the role.	<input type="checkbox"/>	I have read and understood the role and expectations of me.	<input type="checkbox"/>
Name		Name	
Title		Signature	
Signature			
Date	Click to enter a date.	Date	Click to enter a date.